



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-12-06**

<b><u>OPEN TO</u></b>	All interested and qualified candidates Current mission employees serving a probationary period are not eligible to apply.
<b><u>POSITION</u></b>	<b>Travel Manager</b>
<b><u>OPENING DATE</u></b>	Thursday: February 02, 2012
<b><u>CLOSING DATE</u></b>	Thursday: February 16, 2012
<b><u>WORK HOURS</u></b>	Full-time; 40 hour workweek
<b><u>GRADE/SALARY</u></b>	FSN-7 /11,985.0 USD

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of Travel Manager at the General Service Office.

**BASIC FUNCTION OF POSITION**

Provides full range of travel assistance and, where necessary, arrangements for temporary lodging accommodations for US Government employees assigned to the post, locally employed staff and temporary duty personnel considering most direct routes, salary and per diem costs, air fares, balance payments considerations, and other pertinent factors in accordance with US Government regulations. Ensures travel services are provided to customers as in accordance with Post's General Services Office ICASS Service provider Standards.

**QUALIFICATIONS (REQUIRED)**

**Applicants must meet ALL of the following criteria to be considered for employment**

**1. Education:**

Successful completion of 2 years of college or a certificate.

**2. Work Experience:**

Three years experience in the travel field.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English: Level IV (Fluent)  
Arabic: Level III (Good working knowledge)

**4. Skills and Abilities:**

- Must be able to formulate spreadsheets.
- Must be able to draft travel policies.
- Must have a valid driver's license.
- Must be courteous and have excellent interpersonal relations.

**SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

**TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRAApplications@state.gov](mailto:KhartoumHRAApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.